Declassified in Part - Sanitized Copy Approved for Release 2012/11/29 : CIA-RDP78-03930A000100070008-5 Basic Management 305) 957

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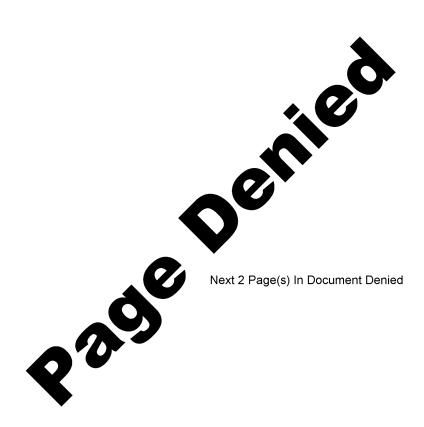
To : Training Officer, ORR
THRU: Chief, Economic Research Area
THRU: Chief, Materials Division
FROM: Acting Chief, Chemicals Branch, D/M/RR

SUBJECT: Request for Permission to be Excused from OTR Course on Basic Management

- 1. The undersigned hereby requests permission to be excused from the CTR Course in Basic Management which began Monday, 21 October 1957 and will extend through Friday, 1 November 1957.
 - 2. My reasons for this request are as follows:
 - a. Since application was made to take the course, I have learned that I will be out of town on Agency business the last two days of the course.
 - b. If I continue with the course, lack of time will prevent me from properly briefing myself in preparation for the above mentioned trip.
- 3. I would prefer to take the course at some later date when it would not interfere seriously with other matters.

CONFIDENTIAL

25X1



BASIC MANAGEMENT #34

22 April = 3 May 1957

This course cancelled. Substituted basic Supervision.

